

Clerical and Office Branch  
Customer Service Group  
Contract Series

**LAND AND CONTRACT REPRESENTATIVE**

09/00 (REB)

*Summary*

Under general supervision, perform administrative functions supporting property development, leasing and management of City land and facilities.

*Typical Duties*

Support preparation and administration of leases, contracts, agreements, rights-of-way, easements, land sales and purchases arrangements and related documents. Involves: maintaining land and facilities lease files; monitoring contracts for compliance with insurance and bonding requirements and reporting non-compliance to supervisor; researching files and preparing summary reports, suspense schedules and other reports as designated; reviewing documentation and analyzing data in order to respond to routine inquiries from tenants, department management and the general public; assisting with review of appraisals, calculation of rental rates and charges for lease agreements or contracts, and preparation of special reports, surveys and presentations; logging activities and construction plan approvals; filing documents such as property surveys with the County; compiling data by location, date or other designated category; assisting in preparation of vendor solicitation packages or sales ads.

Assist in performance of property management functions. Involves: developing and maintaining records or files of maps and other related records of lands and buildings, tenants and subtenants, and documents related to targeted outreach programs; measuring facilities and land; scheduling and tracking property maintenance; coordinating income and expense records with the accounting division; maintaining aging report and rental adjustment schedules; writing and distributing standard correspondence used in contract compliance; ordering contract exhibits; conducting property inspections; providing first line response to tenant questions requiring property administrative action.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean

*Minimum Qualifications*

Training and Experience: Completion of an Associate's degree in Business or Public Administration, Management or a related field plus four (4) years of increasingly responsible administrative support experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: corporate rental and property management practices; federal, state and local laws governing contracts, leases and agreements; business English; commercial arithmetic. Some knowledge of: general real estate sales techniques.

Ability to: make arithmetical calculations; read, interpret and explain contracts, leases and agreements; express oneself clearly and concisely, orally and in writing; enforce contract agreements with firmness, tact and impartiality; establish and maintain effective working relationships with fellow employees, officials, tenants and the general public; prepare reports; maintain files and records.

Skill in safe operation and care of: personal computer or network workstation and generic business productivity and specialized leasing software comparable to that installed; common office and computer peripheral equipment; motor vehicle.

Physical Effort and Work Environment: Occasional: driving through City traffic.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent from another state.

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Director of Personnel

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Department Head